

The Tempe Way



MISSION:

To make Tempe the best place to live, work and play.

VALUES:

People... Integrity... Respect... Openness... Creativity... Quality...

DIVISION COMMANDER

Purpose:

To actively support and uphold the City's stated mission and values. To manage, direct and coordinate the activities of a major division within the Police Department; to coordinate division activities with other divisions and departments; and to provide highly complex staff assistance to the Police Chief and the Assistant Police Chief.

Supervision Received and Exercised:

Receives general direction from the Police Chief, Assistant Police Chief or from other supervisory or management staff.

Exercises direct supervision over sworn and non-sworn personnel.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Manage, direct, organize and administer activities of one of the four major divisions of the Department; direct, oversee and participate in the development of the division work plan.
- Direct, oversee and participate in the development of the division work plan; assign work activities, projects and programs; monitor work flow; implement policies and procedures; review and evaluate work products, methods and procedures.
- Coordinate division activities with other Division Commanders and outside agencies and organizations; ensure that work performed is providing for the needs of the department; provide staff assistance to the Police Chief and Assistant Police Chief; prepare and present staff reports and other necessary correspondence.
- Recommend goals and objectives; assist in the development of policies and procedures; assist the Police Chief or Assistant Police Chief in the formal planning and research

Effective November 1989

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Revised Jan 2002 (Title change)

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functions of the Police Department; participate in developing and conducting a continuing research program to identify problems and formulate plans.

- Analyze existing and new police technologies and methods; propose and monitor implementations of improvements; develop and coordinate an information system for operation planning and decision making.
- Participate in recommending the appointment of personnel; provide or coordinate staff training; direct the training and employee development programs of all personnel; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.
- Interview applicants; initiate background investigations; make recommendations concerning appointment; orient new police officers.
- Prepare the division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.
- Direct the maintenance of complete police records including general correspondence, statistical records, fingerprint records, criminal investigation records and other miscellaneous types of records.
- Study the incidence, type and severity of crimes occurring throughout the City; adjust or make recommendations for the adjustment of police officer staff.
- Organize and direct activities during emergency situations and special activities; coordinate activities with other agencies as required; administer and monitor S.W.A.T. functions; direct the Command post activities on all major responses.
- Report unusual problems and progress of operations within the division to the Police Chief or the Assistant Police Chief.
- Develop field service plans to handle unusual circumstances within the City; serve as a police representative in the City's emergency operation plan.
- Prepare and supervise the preparation of necessary reports relating to activities; review reports prepared and submitted by subordinates.
- Perform related duties as assigned.

Experience and Training Guidelines:

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Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of experience equivalent to that of a Police Lieutenant in the City of Tempe.

Training:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in Police Science, Public Administration, Criminology, or a related field. Administrative training approved by the Police Department is required prior to appointment.

Licenses/Certifications:

Possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

Possession of, or ability to obtain, Arizona Police Officers Standards and Training (POST) Certification.

This position is unclassified, which means the employee or the City Council can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.

Job Code: 3020

Salary Range: 52A

Compensation Plan: P40 / Director Broadband

FLSA: Exempt